

**THE NORTH HAVEN BOARD OF EDUCATION
5 LINSLEY STREET
NORTH HAVEN, CONNECTICUT**

MINUTES

Date: June 13, 2013
7:15 p.m.

THIS MEETING WILL TAKE PLACE AT CENTRAL OFFICE, 5 LINSLEY STREET, NORTH HAVEN , CT 06473

Attendance at this REGULAR Meeting: Anita Anderson, Wesley O'Brien, Carole Franceschet, Alicia Clapp, Bryan Bogen, Jennifer Caldwell, Matthew Kerzner, Randi Petersen, Goldie Adele, Kristine Carling, Business Manager, Melinda McKenna, Director of Curriculum and Instruction, and Robert D. Cronin, Ph.D., Superintendent of Schools

1. Consent Agenda

- a. Approval of the Minutes of May 9, 2013
- b. Approval of the 2012-2013 Budget

Moved: to approve the items under the Consent Agenda

Approved

MOVED: Alicia Clapp
SECOND: Bryan Bogen
AYE: 9
NAY: 0
ABSTAIN: 0

Items Removed from Consent Agenda:

2. Chairman's Report

- a. Approval of the 2013-2014 Board of Education Meeting dates

Moved: to approve the 2013-2014 Board of Education Meeting dates

Approved

MOVED: Wesley O'Brien
SECOND: Bryan Bogen
AYE: 9
NAY: 0
ABSTAIN: 0

Mrs. Anderson stated that the locations of the meeting will continue alternating between Central Office and a school, beginning in September. She stated that September's meeting will be at Central Office and we will be at Ridge Road in October due to the fact that the Ridge Road date for 2012-2013 was held at the High School. A schedule for the rest of the school year will be posted when complete.

Mrs. Anderson stated that over the summer months the Board of Education will be getting involved with social media to better improve communication with the public.

Mrs. Anderson reported that this is the last Board of Education Meeting of this school year. She stated that she will not be able to attend graduation but wanted to wish all of the graduates all the best.

Mrs. Anderson wanted to take some time to also thank the Board of Education Members for a great year and she appreciates all the time they have given to the Board. Mrs. Anderson stated that she is looking forward to another good year.

3. Budgets:

a. 2013-2014 Budget - Discussion

Mrs. Carling reported that the financials are in good condition and we have encumbered the \$450,000 in that the Town has allowed us to use for the technology info structure upgrade. Mrs. Carling stated that there should be some significant changes in some of our buildings and to our network by the time school begins at the end of August.

Mrs. Carling reported that the Alert Now system will be upgraded. She reported that notifications will be sent out to parents/guardians within the next few weeks. This upgrade will allow parents to go into a parent portal themselves, add the two phone numbers that they want to receive the messages, as well as an email address. Mrs. Carling stated that this will allow them to choose what number to receive that call on. Mrs. Carling stated that these upgrades will also allow the principals to do their weekly announcements via email so that parents are not getting phone calls for weekly updates. This upgrade will be up and running for the opening of the 2013-2014 school year.

4. Report of Standing Committees

a. Finance and Operations

Mrs. Carling reported on the following regarding the Fiscal 2013 budget:

- a. Salaries – the salary account as of May 31, 2013 is projected to exceed budgeted amounts primarily due to the instructional aides line. These salaries were originally budgeted outside of the operating budget as it was once determined that grants were going to cover such amounts. As the grants were no longer available, they were rolled into the operating budget causing the overage
- b. Benefits – This group of expenditures overall is projected to have a surplus of \$39,000 mostly due to the fact that there will be amounts left over as the unemployment bills have slowed down, and the social security amount is more than expected to pay in June. Mrs. Carling is monitoring this account very closely.
- c. Professional Services – Anticipated legal services reflects a deficit of approximately \$95,000 in this account due to the many legal issues that are ongoing including contract negotiations for teachers and custodians.
- d. Property Services – The Property Services expenditures expected to be approximately \$12,000 primarily due to the cost of the February blizzard offset by a savings in electricity.
- e. Transportation Services – The total transportation services anticipates a surplus of approximately \$46,000. The deficit that was previously reported is gone as the overage in special education was transferred to excess cost as the final payment of funds was received the last week of May. The deficit in vocational transportation is offset by the savings in the two tier bus system.
- f. Other Purchased Services – The other purchased services expenditure group shows an anticipated surplus of approximately \$23,000. This line item was previously in the deficit due to the Tuition account for special education students attending out of district programs. The \$1 million deficit was offset by Excess Cost reimbursement. The State reimburses districts for qualified special education costs at a rate of 75% of costs.
- g. Supplied and Materials – the Supplies and Materials expenditure account shows an anticipated surplus of approximately \$59,000 mostly due to negotiated gas rates being less than previously anticipated
- h. Federal and State Grants – Each grant has specific spending criteria as stipulated under state funding requirements. Federal grant accounts labeled as “carry-over” funds must be expended by the end of this fiscal period or they will revert to the State Department of Education. At this point during the fiscal year we have received all of our grant funds.

Mrs. Carling also shared that the Board of Education has received grant money in the amount of \$6,000 from Super Storm Sandy to go towards substitute costs.

1. Central office reorganization

Mrs. Carling reported that Central Office is realigning staff to increase productivity. She stated that Central office will begin cleaning and moving offices to make the offices run more efficiently, and will be complete by mid-July. Mrs. Carling also reported that all job descriptions at the Central Office level have been updated.

2. Natural gas conversion

Mrs. Carling reported that both Ridge Road and North Haven Middle School will be converting to natural gas in order to save some money. This will be complete by the 2013-2014 school year.

3. Other matters, if time allows

The next Finance and Operations Meeting is scheduled for July 11, 2013 at 6:00 p.m.

b. Personnel

1. Acknowledgement of Retirees

Mrs. Anderson stated that she had the pleasure of attending the CEA (Teacher's Union) retirement party. She acknowledges the retirees and thanked them for all of their MANY years of service.

2. Approval of the resignation of Scott Bonito, World Language Teacher at North Haven High School

Moved: to approve the resignation of Scott Bonito, World Language Teacher at North Haven High School

Approved

MOVED: Alicia Clapp
SECOND: Matthew Kerzner
AYE: 9
NAY: 0
ABSTAIN: 0

3. Approval of the resignation of Kristen Hart, Science Teacher at North Haven High School

Moved: to approve the resignation of Kristen Hart, Science Teacher at North Haven High School

Approved

MOVED: Alicia Clapp
SECOND: Carole Franceschet
AYE: 9
NAY: 0
ABSTAIN: 0

c. Curriculum, Instruction and Planning

Mrs. Franceschet reported the following:

• **Math Presentation**

Paul Castiglione (K-5 Math Coordinator) and Tracey Romberg (6-12 Math Coordinator) gave the committee an update on the new math program being implemented/piloted, *Math in Focus*. Mr. Castiglione explained that math is more about conceptual understanding as opposed to rote calculations we often saw in earlier math programs. Students are asked questions to get them to "explain their thinking", to better understand the "why". This is supporting the new standards. Professional Development, zeroing in on the new math program, has enabled teachers on the same grade level across town to meet and have discussion. Trainers have come in to guide teachers through the new program. Note was made that Grade 5 teachers and Grade 6 teachers are

also working together to help "bridge" the move from Grade 5 to Grade 6, with the goal of all incoming sixth graders entering on the same page. It is a time for constant reflection and then readjustment if needed. Mr. Castiglione shared that the resources are in place, and we understand it takes time, conversation, and investment.

- **SEED**

Ms. McKenna continues to work closely with ACES as we get ready for the implementation of CT's Educator Evaluation and Support System during the 2013-2014 school year. Our Committee was able to look at the CT Common Core Teaching (CCT) Rubric for observation of teacher performance and practice. "The new rubric integrates the Common Core State Standards that align with the instructional shifts required by the Common Core."

- **Clubs**

Ms. McKenna and the Curriculum and Instruction Committee discussed the need for a "New Club" form that would provide a more detailed rationale as well as goals and objectives for the proposed club. This would enable us to make a more informed decision for approval of a club. An annual report form to be filled out at the end of the year by clubs was also suggested to keep us informed on the success of the club.

Mrs. Franceschet reported that there will be a Curriculum, Instruction and Planning meeting sometime in July, but the date has not been made to date.

d. Policy Committee

Ms. Caldwell distributed the Policy binders to the Board members and explained that as policies are updated and approved they can be put in the binders.

Ms. Caldwell reported that the Policy Committee has not met. There were Mission Workshops on May 20, and June 11 with the full Board of Education. Ms. Caldwell stated that the next Policy Committee meeting will be June 17, 2013, when the Committee will continue to work on the Community Relation Series. She also reported that the Athletic Director, Todd Petronio will be attending that meeting.

Ms. Caldwell reported that the first meeting of the Advisory Committee will be on June 20, 2013. She is looking for parent representatives from the Middle School, Green Acres and Montowese. There are also openings for staff representatives from the High School, Middle School and Ridge Road.

5. ACES

Mrs. Clapp stated that she attended a four hour meeting at ACES today. She reported that ACES is losing one of the directors. Ann Dombrowski is retiring and will be replaced by Erika Ford, who is a principal at Mill Road School. Mrs. Clapp reported that the Teacher Evaluations have been approved. Mrs. Clapp reported that four out of the six grants were approved at 53%. Mrs. Clapp stated that what ACES may do is try to pursue two grants and fund them fully as opposed to going with the four. The Head Start program (out of Middletown) was forced to drop from taking 70 children to taking 56 children. Mrs. Clapp reported that a report came back and ACES decided they would be putting some sort of film on the front doors that have glass as well as the side doors to cut down on the visibility. Mrs. Clapp stated that they evaluated Dr. Edmondson, which came back outstanding. Mrs. Clapp reported that ECA may be extending their day from 4:00 p.m. to 5:30 p.m. They are looking into this not for next year but the year after. Mrs. Clapp reported that the Little Theater will be complete and opening in September 2013.

6. North Haven PTA Council

Ms. Caldwell reported that she did not attend the North Haven PTA Council meeting because she was at the Board of Education Mission Workshop.

Mrs. Anderson stated that she will be attending the PTA Council Meetings next year. She would like to work with them to bring the PTAs together with the Board of Education for better communication.

Old News:

1. Adopt-A-School

- Mrs. Franceschet attended the Spring Concert at Montowese Elementary School and Sr. Awards Night at North Haven High School
- Alicia Clapp attended the Ridge Road Spring Concert
- Matt Kerzner attended the Jr. Awards Night at North Haven High School, as well as the Ridge Road Talent Show

7. Enrollment

8. Superintendent's Report

Dr. Cronin reported on the following

- Reminder that North Haven High School Graduation is June 27, 2013 at 4 p.m. – Outside – weather permitting.
- Reminder that North Haven Middle School 8th Grade Promotion Ceremony is June 28, 2013 at 10:30 a.m. at North Haven High School
- There will be a Concert on the Green Saturday night. It is a Give Back Concert organized by Steven Cusano, a former student and his friends. Dr. Cronin invited Steven to come to the July Board of Education meeting so that the Board can acknowledge what he has done.
- Reminder to parents that the week of June 24th is shortened days. Dismissal at the Middle School will be at Noon, and dismissal at the Elementary Schools will be at 1:00 p.m.

9. Director of Curriculum & Instruction's Report

Mrs. McKenna, Director of Curriculum & Instruction handed out a binder to the Board of Education. In this binder is information regarding the Common Core State Standards to use as a resource throughout next year. Mrs. McKenna will talk more on this matter at the July Board of Education meeting.

10. Public Comments

Mrs. Anderson acknowledged that the Board of Education and the Superintendent's office have received emails and letters regarding the Music Department and have read them. Mrs. Anderson stated that the Board of Education welcomes parent input however, the Board as a group needs to gather ALL of the information and facts because ultimately the Board makes the final decision based on what is best for all of the children. Mrs. Anderson stated that in the Board of Education By-Laws, there are limits on public comments, being no more than five minutes per speaker, and twenty minutes on one topic. Mrs. Anderson asked that if there were any students in the audience, she would like them to go first.

The following commented on the proposed Music Department changes in the district:

- J.T. Lincoln, Trumbull Place, Jr. at North Haven High School
- Adam Schwiekert, Dogwood Avenue, Ridge Road parent
- Wendy Wade, Marlen Drive, Ridge Road parent
- Connie Dorsey – grandparent of Ridge Road student
- Cherie Gibson –Hilltop Terrace, Ridge Road parent and president of the Ridge Road PTA
- Ann Tubis, Ridge Road, former Ridge Road parent
- Bekka Smoko, Northside Road, former Ridge Road parent
- Josh Bornstein, Homewood Avenue, Ridge Road parent
- John Opramolla, Manomet Avenue, Ridge Road parent
- Julie Bosenberry – Ridge Road parent
- Mimi Wan – Ridge Road parent

11. Executive Session – student matters

Moved: to go into Executive Session for student matters at 8:45 p.m.

Approved

MOVED: Alicia Clapp
SECOND: Jennie Caldwell
AYE: 9
NAY: 0
ABSTAIN: 0

Out of Executive Session at 9:55 p.m.

12. Adjournment

Moved: to adjourn at 9:55 p.m.

Approved

MOVED: Alicia Clapp
SECOND: Randi Petersen
AYE: 9
NAY: 0
ABSTAIN: 0

Respectfully submitted,

Anita Anderson

Anita Anderson,
Chairman